

**Student Services Council
Meeting Minutes**

March 18, 2015

2:00 pm – 4:00 p.m. Student Services Center, I4-402

ATTENDEES	Julie Barnes, Chair	Jill Jansen	Carol Sampaga
	Danene Brown	Erika Higginbotham	Cheri Sawyer
	Ailene Crakes	Susan Khambata	
	Monica Demcho	Tim McGrath	
	Nellie Dougherty	Pedro Olvera	
	Genevieve Esguerra	Barbara Plandor	
	Pilar Ezeta	Monica Romero	

AGENDA ITEM A: One-Minute Positives

COMMENTS	Students are receiving their acceptance notifications. We're hosting a transfer and graduation Facebook page. STAR hired a new adjunct counselor. Andre has been hired for a full-time position.
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AGENDA ITEM B: Review of Meeting Minutes

COMMENTS	Meeting minutes from February 18 were approved.
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AGENDA ITEM C: SLO Outcome Series: "Dialogue About the Results"

COMMENTS	<p>For the 14-15 assessment cycle, the department focused on the Communication ILO. DSPS looked at how students with educational limitations negotiate accommodations with their instructors, how well they interact with professors and staff, and how well they self-advocate. DSPS distributed a survey in the fall to evaluate this.</p> <p>Students enrolled in DSPS 40 were asked to assess their personal learning aptitude by identifying one learning strategy to increase their academic success. This is also linked to the Communication ILO.</p>
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AGENDA ITEM C: SLO Outcome Series: “Dialogue About the Results” (con’t)

COMMENTS	<p>Targets:</p> <ul style="list-style-type: none">• 80% of DSPS students will have informed their professors of their need for accommodations.• 100% of students enrolled in DSPS 40 would be able to identify a personal learning strategy. <p>In December 2014, DSPS administered a survey to all 1,323 DSPS students. 244 students responded. This is a response rate of 33%.</p> <p>Results:</p> <ul style="list-style-type: none">• 87% said they could identify the ways their disability impacts their college experience.• 83% said they could identify services appropriate for their disability.• 82% said they could communicate effectively with faculty and staff about their disabilities and needed accommodations.• 50% said they’d like to attend a workshop to learn how to communicate with faculty, especially in writing or during office hours.• 100% of DSPS 40 students who responded could identify a personal learning strategy that supports their achievement. <p>Next Steps:</p> <ul style="list-style-type: none">• Want to develop workshops for communicating with instructors.• Want to address the response rate and perhaps reach out to 67% of students who didn’t respond to the survey. <p>Suggestions:</p> <ul style="list-style-type: none">• Perhaps the department can conduct a pre- and post- survey to evaluate the growth in student learning that may account for the high outcomes.
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AGENDA ITEM D: Student Success and Equity

UPDATES	<p>CUE</p> <ul style="list-style-type: none">• The committee is actively engaged in looking at student equity through a body of campus change agents. <p>Diversity, Equity, and Inclusion Meeting</p> <ul style="list-style-type: none">• Committee is doing great work to ensure that we inclusively support our diverse students.
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AGENDA ITEM D: Student Success and Equity (con't)

<p>UPDATES & COMMENTS</p>	<p>HSI</p> <ul style="list-style-type: none">• This is the development year. Workshops are ongoing.• Some faculty may need more information regarding our HSI plans.• We may want to enhance information in the web.• Personal invitations to instructional faculty may help. <p>Former Foster Youth</p> <ul style="list-style-type: none">• Some positions have been requested through the CHP and FHP processes.
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AGENDA ITEM E: Institutional Effectiveness

<p>UPDATES</p>	<p>Planning and Institutional Effectiveness (PIE)</p> <ul style="list-style-type: none">• PIE is preparing for the President's Cabinet Retreat. <p>Budget and Resource Allocation Committee (BARC)</p> <ul style="list-style-type: none">• Committee is evaluating all one-time money requests. The committee will now meet two times a month to complete this year's process. There were about 70 requests.• We need a process for requesting ongoing funding increases. <p>Learning Assessment Task Force (LATF)</p> <ul style="list-style-type: none">• The LATF is reorganizing and will request committee status through the Academic Senate and President's Cabinet. It will tentatively be called the Committee on Outcomes and Assessment (COA) and will include a large faculty component.
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AGENDA ITEM E: Institutional Effectiveness (con't)

<p>UPDATES</p>	<p>Point of Service Surveys, 2014-2015</p> <ul style="list-style-type: none">• Our new researcher, Alana Milner, will start on Monday. She will focus her efforts on success and equity.• We will be getting your feedback on the survey questions, including those questions that are specific to your department.• We'll launch a pilot in the spring and then conduct a fuller survey in the fall.
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AGENDA ITEM F: General Items

UPDATES	<p>Extended Fall Hours</p> <ul style="list-style-type: none">• We're looking at the feasibility of extending the hours of core services: Admissions, Accounting, Financial Aid, and Counseling. Chancellor's Cabinet is tentatively looking at a M-Th 8-7, F 8-3 schedule. This doesn't preclude other departments from being open later as well. This will help to serve our evening students. Additionally, accreditation requires that we offer equal services to day, evening, and online students.• Chancellor's Cabinet is also looking at offering services on one Saturday. <p>Enterprise Resource Planning (ERP) Project Update</p> <ul style="list-style-type: none">• Students will have their own .sdccd email address through the new system.• There are a few hiccups, but nothing that can't be overcome.• Lynn Neault is currently negotiating additional programming patches to ease the transition and avoid loss of functionality.• Financial Aid is on track for a summer 2016 launch. <p>Violence Against Women Act – VAWA</p> <ul style="list-style-type: none">• Julie is the Title IX Officer for the college. We need to provide support to the victims and properly report incidents. <u>If in doubt, report</u> to Campus Police or to Julie via phone call or email. We'll soon receive an informational email with a flowchart to help faculty/staff navigate the process. <p>Grievance Process</p> <ul style="list-style-type: none">• We will have an online grievance process. We haven't been clear on how students file grievances. Lynn is developing a web presence around this to help students and faculty/staff.
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AGENDA ITEM G: Roundtable and Committee Updates

UPDATES	<p>Academic Skills Center/Sampaga</p> <ul style="list-style-type: none">• We are in Midterm Madness!• The ASC is looking for exemplary students to tutor in 2015-2016. Direct good candidates to Carol. <p>Career & Evaluations/Demcho</p> <ul style="list-style-type: none">• The Career Opportunities Expo is around the corner. Posters were distributed.
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AGENDA ITEM G: Roundtable and Committee Updates (con't)

<p>UPDATES</p>	<p>EOPS/Olvera & Dougherty</p> <ul style="list-style-type: none">• To remove the affordability barrier, EOPS will be purchasing the caps and gowns for EOPS students who are graduating.• EOPS is currently working with students who have been denied admission to their 4-year colleges. <p>Evaluations/Romero</p> <ul style="list-style-type: none">• Commencement invitations will be going out the week of Spring Break. <p>Financial Aid/Maldonado</p> <ul style="list-style-type: none">• Financial Aid has successfully uploaded GPA data to the California Student Aid Commission for Cal Grants.• SAP workshops have been very successful this semester, with over 50 students attending.• The District SS Council has removed the requirement that students with associate degrees appeal for Financial Aid. Accordingly, students with AA/AS degrees, who have under 90 units without GPA/completion rate issues, will not have to file an FA appeal.• For 15-16, there will no longer be BOG applications. Students must complete the FAFSA to get the fee waiver. SDCCD is piloting this. Eventually this will be true state-wide. <p>HSI/Romero</p> <ul style="list-style-type: none">• A Campus Cruise is planned during our upcoming summer bridge program, which is intended for students who've taken the placement test. We'll be looking for faculty and staff to participate. It will be held the first week of August. <p>Instruction/McGrath</p> <ul style="list-style-type: none">• We're working hard on the Baccalaureate program. This Thursday, for the first time in California community college history, a (SDCCD) curriculum committee will approve a four-year curriculum.• A statewide basic skills scorecard for athletics is being developed. <p>Outreach/Esguerra</p> <ul style="list-style-type: none">• Pre-assessment workshops are in-progress.• We will be hosting the second Parent's Night to be held in Spanish.
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AGENDA ITEM G: Roundtable and Committee Updates (con't)

<p>UPDATES</p>	<p>Student Health Services/Khambata</p> <ul style="list-style-type: none">• Death Experience will be held tomorrow, providing displays, drunk driving simulations, wrist bands, and other goodies.• The Black Forum is growing. It's an opportunity to have conversations from the black perspective. Meetings will move to Thursday. <p>Testing/Plandor</p> <ul style="list-style-type: none">• Working closely with Outreach to test our feeder high schools. This Friday, Mission Bay is coming to test with us as part of the SEED program. This is the busiest time for Testing - now until registration begins.• FYE is available to all graduating seniors from all schools. Gabriel and Roxann have been going out to the high schools to provide FYE information workshops. We currently have over 100 applications. March 27 is the deadline for students to apply. <p>Transfer/Johnson</p> <ul style="list-style-type: none">• The Transfer Center is offering workshops to assist students with appeals.• The Transfer Recognition Luncheon will be held on May 12.
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Next Meeting: April 15, 2015, I4-402, 2:00-4:00